

**FREQUENCY AND SCOPE
OF
PREVENTIVE MAINTENANCE, INSPECTIONS, AND SERVICES**

| ITEMS or FUNCTIONS | Recommended intervals of inspections and preventive maintenance services | |
|---|--|--------------------------|
| | By Operators or Users | By supervisory personnel |
| 1. Fire prevention and protection | | |
| a. Buildings | Monthly | Semiannually |
| b. Installed fire protection systems | Monthly | Semiannually |
| c. Fire pumping apparatus | Weekly | Monthly |
| d. Fire extinguishers | Monthly | Semiannually |
| 2. Water supply systems | Daily | Monthly |
| 3. Sewerage systems | Daily | Monthly |
| 4. Heating plants and systems | | |
| a. Central Heating and Boiler plants | Daily | Monthly |
| b. Steam distribution systems | Weekly | Quarterly |
| c. Domestic heating plants | Monthly | Semiannually |
| 5. Petroleum products storage and dispensary systems | Quarterly | Annually |
| 6. Mechanical refrigerators | Monthly | Annually |
| 7. Air conditioning, ventilating, and evaporative cooling systems | Monthly | Semiannually |
| 8. Electric systems | | |
| a. Generating plants, | Daily | Monthly |
| b. Substations, transmission, and distribution systems | Monthly | Quarterly |
| c. Interior wiring | Annually | Biennially |
| 9. Buildings and structures | | |
| a. Structural members, built-up long span trusses, framing for elevated structures, and | Quarterly | Annually |

- 2 -

Continued:

Frequency and Scope of Preventive Maintenance, Inspections, and Services:

| ITEMS or FUNCTIONS | Recommended intervals of inspections and preventive maintenance services | |
|--|--|--------------------------|
| | By Operators or Users | By supervisory personnel |
| b. Roofing, flooring, wall surfaces, insect screens | Monthly | Semiannually |
| c. Plumbing, doors, sash, builders hardware | Monthly | Semiannually |
| d. Fans, electric: Air circulating, desk, wall, and floor | Semiannually | Annually |
| e. Kitchen equipment | Semiannually | Annually |
| f. Utility shop equipment | Monthly | Monthly |
| 10. Grounds maintenance | Weekly | Semi-monthly |
| 11. Insect and rodent control | | |
| a. In or around all types of buildings | Monthly | Semiannually |
| b. On grounds | Monthly | Quarterly |
| c. Stored products, including subsistence, clothing, tool, and implement handles, etc. | Monthly | Quarterly |
| 12. Gas distribution systems | Monthly | Annually |
| 13. Coal yards, storage bins, and coal-handling equipment | Monthly | Annually |
| 14. Cold storage | Daily | Monthly |
| 15. Roads and runways | | |
| a. Roads, including bridges and grade separations. | Monthly | Quarterly |
| b. Parking, storage, hard standing, areas, walks | Monthly | Semiannually |
| 16. Refuse collection and disposal | | |
| a. Refuse collection equipment | Weekly | Monthly |
| b. Incinerators: Refractory and Chimney linings, castings. | Monthly | Quarterly |